

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

CM/ECF SYSTEM PRACTICE ADVISORY NO. 02-1

CASH RECEIPTS

Effective January 1, 2002, the Clerk's Office discontinued providing copies of receipts for check and credit card transactions, but will provide copies for cash transactions. Registered users who elect to receive the individual e-mail notification option may want to view/print a copy of any e-mail that includes receipt information.

Registered and non-registered users who elect to receive the summary e-mail notification option may view/print receipt information through the Docket Activity Report button on the EDVA CM/ECF home page <http://www.vaeb.uscourts.gov/ecfnew/ecf.htm>. The report covers all docket activity for the immediately preceding seven calendar-day period. To access this report: select the appropriate division and day and simultaneously press the "Ctrl" key and the "F" key and enter your search criteria in the window. Entering a case number will list all docket entries in that case on the selected day, including fee payments. A "Search" using words such a "receipt" or the party name will highlight those words on the report. The Docket Activity Report and search feature also will enable users, free of charge, to verify their daily filings and obtain Section 341 meeting information.

An alternative method for registering users to view/print receipt information is to log into CM/ECF, go to "Query" or "Reports" and log into PACER. Select "Docket Report" and check the box that says, "include links to Notice of Electronic Filing." When the docket report displays, click on the bullet next to the event number. At the next screen, press the "Display Receipt" bar. (The PACER fee of 7 cents per page will be incurred when this option is selected.)

Date: January 25, 2002

William C. Redden
Clerk of Court